



Prototype Vended Meals Agreement for the National School Lunch and/or School Breakfast Program(s)

PI-6302 (Rev. 04-14)

SFA 6-Digit Agency Code

123456

This agreement is entered into on **June 15, 2014** by and between **School District A** herein after referred to as the School Food Authority (SFA), and **Vended Meals, Inc.** herein after referred to as the Vendor.

This Agreement sets forth the terms and conditions upon which the SFA retains the Vendor to provide meals for the agency's nonprofit and a la carte food service program. Furthermore, this agreement sets forth the terms and conditions upon which the Purchaser will purchase meals from the Seller and the Seller will provide meals for the Purchaser's nonprofit food service program. The Purchaser and Seller agree abide by the rules and regulations governing the Child Nutrition Programs, in accordance with federal regulations including policy and instructions issued by the United States Department of Agriculture (USDA). The applicable regulations are 7 CFR 210 (National School Lunch Program), 7 CFR 215 (Special Milk Program), 7 CFR 220 (School Breakfast Program), 7 CFR 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk), 7 CFR 250 (Food Distribution Program), 7 CFR 225 (Summer Food Service Program for Children), and 7 CFR 3052 (audit requirements).

Whereas, The SFA desires the Vendor to provide meals; and

Whereas, The Vendor is willing to provide such services to the SFA on a fixed fee basis;

Therefore, both parties hereto agree as follows:

Meals will be **delivered to** the SFA at the following address at or before scheduled time listed below. For more than one location, see Attachment **delivered to** School Locations.

Co	delivered to picked up by	Name	Phone Area Code/No.	Fax Area Code/No.	Email Address
			(608) 608-1234	(608) 608-5678	ane.doe@schooldistrictA.edu
Street Address			City	State	Zip
123 Big Red Drive			HomeTown	WI	53700

Schedule Complete this section with days of the week and times meals are required for delivery or pick up.

Breakfast, lunch, and snacks will need to be delivered Monday - Friday between the times of 6:30 AM - 7:00 AM.

The fixed fee price per meal listed below is agreed upon by both parties as if no USDA Foods were used:

Breakfast	
Price Per Meal	<input checked="" type="checkbox"/> Include Milk
\$1.50	<input type="checkbox"/> Will Not Include Milk
Lunch	
Price Per Meal	<input checked="" type="checkbox"/> Include Milk
\$2.75	<input type="checkbox"/> Will Not Include Milk
After School Snack Program	
Price Per Meal	<input type="checkbox"/> Include Milk
\$1.00	<input checked="" type="checkbox"/> Will Not Include Milk

The purchase price shall also include (List the ancillary items that will be included in the purchase price. For example: delivery, paper plates, plastic flatware, straws, napkins, etc.):

Delivery, paper plates, plastic flatware, straws, and napkins.

Using mouse - click on each area and enter or select relevant information.

Select either; "delivered to" or "picked up by". This will auto fill throughout the agreement once selected.

Complete this section with appropriate contact information and schedule for deliveries or pick up.

By clicking on each area add pricing and what shall be included in the price.

A. Agreement Period

The initial agreement period shall be 6/15/2014 to 6/14/2015. Both parties agree to enter into this agreement for one-year period with the option to renew the agreement for up to four (4) additional one-year periods by mutual agreement of the SFA and Vendor. Renewal shall be based on customer satisfaction with products, service, and price.

Period of Performance	Begin Date	End Date
Initial Year	<u>6/15/2014</u>	to <u>6/14/2015</u>
Option Year 1	<u>6/15/2015</u>	to <u>6/14/2016</u>
Option Year 2	<u>6/15/2016</u>	to <u>6/14/2017</u>
Option Year 3	<u>6/15/2017</u>	to <u>6/14/2018</u>
Option Year 4	<u>6/15/2018</u>	to <u>6/14/2019</u>

Using mouse - click each area to add terms (dates) for the agreement including renewal options.

Annual Escalator Clause; changes in the per-meal price may be considered by the SFA only at the time of renewal. Any proposed per-meal price changes must be accompanied by documentation supporting such increase. The SFA reserves the right to accept or reject any proposed price changes, in the best interest of the SFA. If the proposed per-meal price changes are accepted, they shall become effective on the first day of the contract renewal period.

Conditions for an annual escalator clause; the fixed per-meal price may be subject to an annual escalator as stipulated in this agreement. Adjustment factors may include changes in third-party price indices from the Consumer Price Index (CPI); U.S. Bureau of Labor Statistics, Division of Consumer Prices and Price Indexes, PSB Suite 3130, 2 Massachusetts Avenue, NE Washington, DC 20212-0001; website at <http://www.bls.gov/cpi>. SFA will consider the lesser of the following two options; either the average CPI (Food Away From Home) for the previous year or three percent (3%).

B. The Vendor Agrees to

1. Invoice SFA for unitized meals in accordance with the number of meals requested.
2. Provide the SFA, for approval, a proposed cycle menu for the operational period, at least 21 operating days prior to the beginning of the period to which the menu applies. Any changes to the menu made after SFA approval must be agreed upon by the SFA, and documented on the menu records. Meals must be planned, prepared, and served (if applicable) to meet the USDA meal pattern requirements and nutritional standards as outlined in Attachment C.
3. Maintain full and accurate records that document:
 - a. the menus were provided to the SFA during the term of this agreement,
 - b. a listing of all components of each meal,
 - c. an itemization of the quantities of each component used to prepare said meal, and
 - d. providing the SFA with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and supporting documentation for contribution.

The Vendor agrees to provide meal preparation documentation by using yield factors for each food item as listed in the *United States Department of Agriculture (USDA) Food Buying Guide* or child nutrition labels or manufacturers' product information statement when calculating and recording the quantity of food prepared for each meal.
4. Maintain cost records such as invoices, receipts and/or other documentation that exhibit the purchase or otherwise availability to the Vendor of the meal components and quantities itemized in the meal preparation records.
5. Maintain, on a daily basis, an accurate count of the number of meals, by meal type, prepared for and delivered to the SFA. Meal count documentation must include the number of meals requested by the SFA.
6. Allow the SFA to increase or decrease the number of meal orders, as needed, when the request is made within 7 days of the scheduled delivery time.
7. Present to the SFA an invoice accompanied by reports no later than the 15th day of each month, which itemizes the previous month's meals delivered to the SFA. The Vendor agrees to forfeit payment for meals which are not ready within one (1) hour of the agreed upon time for meals to be delivered to the SFA, are spoiled or unwholesome at the time of delivered to the SFA, or do not otherwise meet the meal requirements contained in this agreement. The Vendor shall pay the SFA the full amount of any meal overclaims which are attributable to the Vendor's negligence, including those overclaims based on reviews or audit findings that occurred during the effective dates of original and renewal of the awarded contracts. In cases of nonperformance or noncompliance on the part of the Vendor, the Vendor shall pay the SFA for any express costs the SFA incurs by obtaining meals from another source.
8. Provide the SFA with a copy of a current Wisconsin Restaurant License for the food service facility in which it prepares meals for the NSLP/SBP. The Vendor shall ensure that all health and sanitation requirements of the Wisconsin Food Code are met at all times.
9. Operate in accordance with current NSLP/SBP regulations. Comply with all other USDA regulations regarding food service vendors including those specified for commercial food service if applicable.

Using mouse - click on each area and enter relevant information.

These areas should auto fill based on what delivery method was selected earlier.

If not, tab to the next page and save, then it should auto fill.

10. Not subcontract for the total meal, with or without milk, or for the assembly of the meal.
11. Be paid by the SFA for all meals **delivered** to the SFA in accordance with this agreement and NSLP/SBP meal pattern requirements. Neither DPI nor USDA will assume any liability for payment of differences between the number of meals prepared by Vendor for **delivered** to the SFA and the number of meals served by the SFA that are not eligible for reimbursement.
12. The Vendor shall make substitutions in the food components of the meal pattern for students with disabilities when the disability is certified by a signed statement from a licensed physician. For nondisabled students who are unable to consume regular meals because of medical or other special dietary need substitutions shall be made on a case-by-case basis when supported by a signed statement from a medical doctor or recognized medical authority, or in the case of a request for a milk substitution, by a medical authority or a parent. There will be no additional charge to the student for such substitutions.
13. Provide access, with or without notice, to all of the Vendor's facilities for purposes of inspection and audit.

C. The SFA Agrees to:

1. Request by telephone no later than **7 days** an accurate number of meals to be **delivered** to the SFA each day. Notify the Vendor of necessary increase in the number of meals ordered within **24 hours** of the scheduled **delivery** time. Errors in meal orders shall be **days** of the agency making the error.
2. Ensure that an SFA representative is at each **delivery** site, at the specified time on each specified **delivery** day to receive, inspect, and sign for the number of meals. This individual will verify the temperature, quality, and quantity of each meal **delivered** to the SFA. The SFA assures the Vendor that this individual will be trained and knowledgeable in the recordkeeping and meal requirements of the NSLP/SBP, and with local health and safety codes. Provide personnel to serve meals, clean the serving and eating areas, and assemble transport carts and auxiliary items for pick up by the Vendor (if applicable) no later than **4:00 PM**.
3. Notify the Vendor within **7 days** of receipt of the next month's proposed cycle menu, of any changes, additions or deletions.
4. Provide the Vendor with information on how to access or a copy of the federal NSLP/SBP meal pattern requirements, the USDA Food Buying Guide; and all other technical assistance materials pertaining to the food service requirements of the NSLP/SBP. The SFA will, within 24 hours of receipt from DPI, advise the Vendor of any changes in the food service requirements.
5. Pay the Vendor by the **15th** day of each month the full amount as presented on the monthly-itemized invoice. Notify the Vendor within 48 hours of receipt of any discrepancy in the invoice. Pay the Vendor for all meals **delivered** to SFA in accordance with the agreement. Neither DPI nor USDA assume any liability for payment of the difference between the number of meals prepared, **delivered by the vendor**, and the number of meals served by the SFA that are ineligible for reimbursement.
6. Retain control of all equipment and materials used in the food service operation; and establish all program and non-program meal **picked up by the SFA delivered by the vendor**.
7. Be responsible for loss or damage to equipment owned by the Vendor while in the possession of the SFA.
8. Submit a signed copy of the annual prototype "Vendor Agreement" or renewal amendments to "Vendor Agreement" to DPI prior to approval of the SFA online contract for participation in NSLP.

D. USDA FOODS

If SFA desires to participate in the USDA Foods Program and the Vendor agrees to use USDA Foods in accordance with federal and state regulations, then both the SFA and Vendor will need to sign the "Addendum to the Vended Meals Agreement for Participation in USDA Foods Program" Attachment H.

E. Termination

1. **Mutual Agreement Termination:** With mutual agreement of both parties to this agreement, upon receipt and acceptance not less than sixty (60) days of written notice, this agreement may be terminated on an agreed upon date before the end of the agreement period without penalty to either party.
2. **Non-Performance of Agreement and Termination:**
 - a. Except as may be otherwise provided by this agreement, this agreement may be terminated in whole or in part by either party in the event of failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.
 - b. The SFA may terminate this agreement immediately upon written notice to Vendor if the Vendor becomes the subject of a proceeding under state or federal law for the relief of debtors or if an assignment is made for the benefit of creditors, or if Vendor loses its license or other ability to provide the required products and services, or if Vendor takes any action that violates any applicable laws (including, but not limited to, state and federal law governing the NSLP/SBP).
 - c. Any agreement termination resulting from any cause other than a Force Majeure event or termination for nonappropriations will be deemed valid reason for not considering any future proposal or bid from the defaulting Vendor.

These areas should auto fill based on what delivery method was selected earlier.

If not, tab to the next page and save, then it should auto fill.

Using mouse - click on each area and select relevant option.

Note – attachment is required if Vendor will be utilizing USDA Foods in preparation of meals.

Note – using mouse - click on remaining areas to enter relevant information.

3. **Termination for Convenience:** The SFA may terminate this agreement prior to the expiration of the term, without cause and without penalty, upon sixty (60) days written notice to the Vendor.
4. **Final Payments:** Upon any termination of this agreement, the SFA will pay for all meals received up to the effective date of termination. The Vendor shall submit all required reports and other information.

F. Standard Terms and Conditions

1. **Terms and Conditions:** Vendor must be fully acquainted with terms and conditions relating to the performance of this agreement. Failure or omission of Vendor to be familiar with existing conditions shall in no way relieve the Vendor of obligation with respect to this agreement.
2. **Not Debarred, Suspended, Proposed for Debarment, Declared Ineligible, or Voluntarily Excluded:** Vendor certifies that neither the company nor any of its principals has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency. Vendor should consult Executive Orders 12549 and 12689. For additional information, Vendor should check <https://www.epls.gov/>, a public service site by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving federal contracts, certain subcontracts, and certain federal financial and nonfinancial assistance and benefit. The Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, attachment E, must be signed by an authorized person and attached to this agreement.
3. **State and Federally Required Contractual Provisions:** Vendor must have obtained, and will continue to maintain during the entire term of this agreement, all permits, approvals or licenses necessary for lawful performance of its obligations under this agreement. In addition, Vendor is responsible to abide by all applicable federal and state laws and policies of DPI and state and local boards of education, as applicable, when providing services under this agreement.
4. **Equal Employment Opportunity:** Vendor shall comply with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
5. **Labor and Civil Rights Laws:** Vendor shall comply with applicable federal, state and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with Vendor's performance of work under this agreement, Vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of sex, age, race, color, religion, creed, sexual orientation, gender identity, national origin, or disability. Vendor shall also comply with applicable Civil Rights laws as amended including but not limited to Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.
6. **Clean Air Act and Energy Policy and Conservation Act:** Vendor shall comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), as applicable, as well as the Energy Policy and Conservation Act, Pub. L. 94-163, 89 Stat. 871, and any related state energy laws, as applicable. Vendor shall report all violations to the SFA and to the relevant federal or state agency as appropriate.
7. **Breach of this Agreement and Remedies:** If Vendor fails to comply with any of the terms and conditions of this agreement, the SFA has the option to send Vendor a ten (10) business day Notice to Cure the defect or breach. During the ten-day Notice to Cure, the parties may meet and confer to discuss the resolution of the defect or breach.

If there is not a satisfactory resolution at the end of the ten-day Notice to Cure, the SFA has the option to immediately cancel all or any part of the order. Such cancellation shall not be deemed a waiver by SFA of any rights or remedies for any breach by Vendor and SFA expressly reserve all rights and remedies provided by statute or common law in the event of such breach. Without limiting the foregoing, the SFA may, at its option, require Vendor to repair or replace, at Vendor's expense, any products or goods, which breach Vendor's warranty, wherever located. If the SFA or an authorized agent or dealer must replace any product as a result of Vendor's breach, then Vendor agrees to reimburse the SFA and/or agent for labor and costs incurred in performing such work.

In the event of nonconformity, **nondelivery**, the SFA may, at its option, cancel the agreement or place the products in the open market and replacement at the SFA's expense. In the event of **nondelivery**, the SFA may, at its option, place the products in the open market and replacement at the SFA's expense.

The remedies **nondelivery**, **not ready for pickup**, **partial delivery**, and **late delivery** are in addition to any or other further remedies provided by law. No waiver of any breach shall constitute a waiver of any other breach.

8. **Indemnify and Hold Harmless:** Vendor shall indemnify, defend and hold harmless the SFA, its directors, officers, employees, and agents from and against all claims, damages, losses and expenses (including reasonable attorneys' fees and costs) which arise out of Vendor's negligence, breach or other performance of the agreement, or violation of any law or right of a third party, or that of Vendors' employees, subcontractors, or agents. Vendor will comply with all laws relating to intellectual property, will not infringe on any third party's intellectual property rights, and will indemnify, defend and hold harmless the SFA

Using mouse - click and select relevant option.

and its directors, officers, employees, and agents from and against any claims for infringement of any copyrights, patents, or other infringements of intellectual property rights related to its activities under this Agreement.

- a. Vendor agrees to notify the SFA by certified mail return receipt request, or by overnight courier immediately upon knowledge of any claim, suit, action or proceedings
 - b. Such indemnification obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligations to indemnify, which would otherwise exist as to any party or person.
9. **Force Majeure:** Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
10. **Waiver:** No claims or rights arising out of a breach of this agreement can be discharged in whole or part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
11. **Taxes:** The SFA has tax-exempt status.
12. **Buy American:** Vendor will comply with the Buy American requirement, which dictates that SFA's participating in the federal school meal programs are required to purchase domestic commodities and products for SFA meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US (7CFR210.21, 220.16).
13. **Food Laws:** Vendor shall operate in accordance with all applicable laws, ordinances, regulations and rules of federal, state and local authorities, including but not necessarily restricted to a Hazard Analysis and Critical Control Point (HACCP) plan. SFA may inspect Vendor's facilities and vehicles.
14. **Food Recall:** Vendor shall comply with all federal, state and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Vendor shall have a process in place to effectively respond to a food recall; the process must include accurate and timely communications to the SFA and assurance that unsafe products are identified and removed from SFA sites in an expedient, effective and efficient manner. Vendor shall maintain all paperwork required for immediate and proper notification of recalls for full and split cases.
15. **Biosecurity:** Vendor must have a written policy regarding biosecurity and the food supply, in accordance with the Bioterrorism Act 2002 under the US Department of Health and Human Services, Food and Drug Administration and under the USDA, Food Safety and Inspection Service.
16. **Lobbying Certification:** The Vendor must sign the Lobbying Certification, attachment F, which was attached as an addendum to this agreement and which is incorporated and made a part of this agreement. If applicable, the Vendor has also completed and submitted Standard Form-LLL, Disclosure Form to Report Lobbying, (attachment G), or will complete and submit as required in accordance with its instructions included in attachment G.
17. **Independent Price Determination Certification:** The Vendor must sign the Certification of Independent Price Determination, attachment D, which was attached as an addendum to the agreement and which is incorporated herein by reference and made a part of this agreement.
18. The Vendor shall comply with all other pertinent state and federal laws.
19. **Records:** Vendor and SFA shall retain all required records for a period of three (3) years after SFA makes final payment and all other pending matters are closed included any ongoing audits or the end of the fiscal year to which they pertain whichever is greater. Upon request make all accounts and records pertaining to the agreement available to the certified public accountant hired by the SFA, representatives Wisconsin Department of Public Instruction (DPI), USDA, and the Office of Inspector General (OIG) for audits or administrative reviews at a reasonable time and place. Surrender to the SFA, upon termination of the agreement, all records pertaining to the operation of the food service, to include all production records, product invoices, claim documentation, financial reports, and procurement documentation. The records shall be in appropriate order, complete, and legible.
20. **Duty to Protect:** Vendors shall perform a criminal background check on any of the Vendors employees that will be working at the SFA and disclose results to the SFA.
21. **Insurance:** Vendors shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Wisconsin. A Certificate of Insurance of the Vendor's insurance coverage indicating these amounts must be submitted at the time of the award. Complete the information below based on the Vendor's Certificate of Insurance:
- a. Comprehensive General Liability—includes coverage for:
 - 1) Premises—Operations
 - 2) Products—Completed Operations
 - 3) Contractual Insurance

- 4) Broad Form Property Damage
- 5) Independent Contractors
- 6) Personal Injury—\$500,000 Combined Single Limit
- b. Automobile Liability—\$500,000 Combined Single Unit
- c. Workers' Compensation-Statutory; Employer's Liability—\$500,000
- d. Excess Umbrella Liability—\$1,000,000 Combined Single Unit
- e. The SFA shall be named as additional insured on General Liability, Automobile, and Excess Umbrella. The Vendor must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, Workers' Compensation, and Excess Umbrella.
- f. The insurance company insuring the Vendor shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.

Clicking on each area and add insurance information base on vendor insurance certificate.

G. General Assurances

1. **Amendments and Waivers.** Any term of this agreement may be amended or waived only with the written consent of the parties.
2. **Sole Agreement.** This agreement constitutes the sole agreement of the parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.
3. **Notices.** Any notice required or permitted by this agreement shall be in writing and shall be deemed sufficient upon receipt, when delivered personally or by courier, overnight delivery service, or confirmed facsimile, 48 hours after being deposited in the regular mail as certified or registered mail (airmail if sent internationally) with postage prepaid, if such notice is addressed to the party to be notified at such party's address or facsimile number as set forth below, or as subsequently modified by written notice.
4. **Severability.** If one or more provisions of this agreement are held to be unenforceable under applicable law, the parties agree to renegotiate such provision in good faith. In the event that the parties cannot reach a mutually agreeable and enforceable replacement for such provision, then (1) such provision shall be excluded from this agreement, (2) the balance of the agreement shall be interpreted as if such provision were so excluded and (3) the balance of the agreement shall be enforceable in accordance with its terms.
5. **Modifications to DPI Template Agreement.** DPI requires the use of a template "Vended Meals Agreement" when the SFA contracts with an organization to provide meals and related services. The SFA is allowed to make changes to the terms and conditions of the Vending Agreement with approval by DPI. In order to facilitate a process for tracking these changes, DPI requires the SFA to complete the attachment A titled, "Modifications to DPI's template: VENDED MEALS AGREEMENT", if the SFA decides to modify the terms and conditions of the template Vended Meals Agreement.
6. **Advice of Counsel.** Each party acknowledges that, in executing this agreement, such party has had the opportunity to seek the advice of independent legal counsel, and has read and understood all of the terms and provisions of this agreement. Wisconsin DPI is not a party to any contractual relationship between a SFA and a Vendor. DPI is not obligated, liable or responsible for any action or inaction taken by a SFA or Vendor based on this prototype agreement. DPI's review of the agreement is limited to assuring compliance with federal and state procurement requirements. DPI does not review or judge the fairness, advisability, efficiency or fiscal implications of the agreement.

SCHOOL AGENCY / VENDOR SIGNATURES		
Name of School Agency's Authorized Representative		Title
Jane Doe		Director of Food Services
Signature of School Agency's Authorized Representative		Date Signed Mo./Day/Yr.
➤		
Name of Vendor's Authorized Representative		Title
Steve Smith		Director of Operations
Signature of Vendor's Authorized Representative		Date Signed Mo./Day/Yr.
➤		

School and Vendor will need to sign and date after entering relevant information.

Attachment A

Modifications to DPI's Template "Vended Meals Agreement"

DPI requires the use of a template "Vended Meals Agreement" when the SFA contracts with an organization to provide meals and related services. The SFA is allowed to make changes to the terms and conditions of the Vending Agreement with approval by DPI. In order to facilitate a process for tracking these changes, DPI requires the SFA to complete the attachment A titled, "Modifications to DPI's template: VENDING AGREEMENT", if the SFA decides to modify the terms and conditions of the template Vended Meals Agreement.

Any modifications listed below as "Modification Item (#)" will modify the terms and conditions of the Vended Meals Agreement titled, "VENDED MEALS AGREEMENT: FOR THE NATIONAL SCHOOL LUNCH AND/OR SCHOOL BREAKFAST PROGRAM(S)".

The SFA wishes to make to following changes *Enter the appropriate section letter, A-G, in the sec:*

Modification Item 1			
Section	Subsection(s)	Page No.	Modification
■	■	■	■

Modification Item 2			
Section	Subsection(s)	Page No.	Modification
■	■	■	■

Modification Item 3			
Section	Subsection(s)	Page No.	Modification
■	■	■	■

Modification Item 4			
Section	Subsection(s)	Page No.	Modification
■	■	■	■

Use this page for making modifications to the Vended Meals Agreement
 – The vended meals agreement doesn't allow for changes to contract language, this attachment is provided for schools that need to change/modify sections in the vendor agreement.
 This is an optional attachment.

Attachment B**Additional School Locations**

Contact Person <i>First and Last Name</i> []		Title []		}	←	
Street Address []		City []	State []			Zip []
Phone Area Code/No. []	Fax Area Code/No. []	Email Address []				
Contact Person <i>First and Last Name</i> []		Title []		}	←	
Street Address []		City []	State []			Zip []
Phone Area Code/No. []	Fax Area Code/No. []	Email Address []				
Contact Person <i>First and Last Name</i> []		Title []		}	←	
Street Address []		City []	State []			Zip []
Phone Area Code/No. []	Fax Area Code/No. []	Email Address []				
Contact Person <i>First and Last Name</i> []		Title []		}	←	
Street Address []		City []	State []			Zip []
Phone Area Code/No. []	Fax Area Code/No. []	Email Address []				

Use this page to add additional locations for delivery –
 This attachment is only needed if the school has more than
 one location that meals need to be delivered to or served.
 This is an optional attachment.

Attachment C**Minimum Food Specifications**

To be completed by SFA. DPI does not approve, evaluate or endorse specifications.

Examples may include the following listed below.

Meat/Seafood—All meats, meat products, poultry products, and fish must be government-inspected.

- Beef, lamb and veal shall be USDA Grade Choice or better
- Pork shall be U.S. No. 1 or U.S. No. 2
- Poultry shall be U.S. Government Grade A
- Seafood to be top grade, frozen fish—must be a nationally distributed brand, packed under continuous inspection of the USDA

Dairy Products All dairy products must be government-inspected.

- Fresh eggs, USDA Grade A or equivalent, 100 percent candled
- Frozen eggs, USDA—inspected
- Milk, pasteurized Grade A

Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color—U.S. Grade A Fancy
- Canned fruits and vegetables selected to requirements—U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices)
- Frozen fruits and vegetables shall be U.S. Grade A Choice or better

Baked Products

- Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements, as applicable

Staple Groceries

- Staple groceries to be a quality level commensurate with previously listed standards

Note – School can edit this page if needed.

ATTACHMENT C (cont'd)

At a minimum, any proposed menu plans must comply with the Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs published in January 2012.

Meal Pattern	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5 ^a	Grades 6-8 ^a	Grades 9-12 ^a	Grades K-5	Grades 6-8	Grades 9-12
	Amount of Food ^b Per Week (Minimum Per Day)					
Fruits (cups) ^{c,d}	5 (1) ^e	5 (1) ^e	5 (1) ^e	2½ (¾)	2½ (¾)	5 (1)
Vegetables (cups) ^{c,d}	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark green ^f	0	0	0	½	½	½
Red/Orange ^f	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^f	0	0	0	½	½	½
Starchy ^f	0	0	0	½	½	½
Other ^{f,g}	0	0	0	½	½	¾
Additional Veg to Reach Total ^h	0	0	0	1	1	1½
Grains (oz eq) ⁱ	7-10 (1) ^j	8-10 (1) ^j	9-10 (1) ^j	8-9 (1)	8-10 (1)	10-12 (2)
Meats/Meat Alternates (oz eq)	0 ^k	0 ^k	0 ^k	8-10 (1)	9-10 (1)	10-12 (2)
Fluid milk (cups) ^l	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal) ^{m,n,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^{n,o}	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{n,o}	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat ^{n,o}	Nutrition label or manufacturer specifications must indicate zero grams of trans fat per serving.					

^aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

^bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ½ cup.

^cOne-quarter cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups as defined in § 210.10(c)(2)(iii).

^eThe fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).

^fLarger amounts of these vegetables may be served.

^gThis category consists of "Other vegetables" as defined in § 210.10(c)(2)(iii)(E). For the purposes of the NSLP, "Other vegetables" requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in § 210.10(c)(2)(iii).

^hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

ⁱAt least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-2013), and in the SBP beginning July 1, 2013 (SY 2013-2014). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

^jIn the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-2014).

^kThere is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-2014), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

^lFluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

^mThe average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

ⁿDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, trans fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

^oIn the SBP, calories and trans fat specifications take effect beginning July 1, 2013 (SY 2013-2014).

^pFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfasts.

Attachment D

Independent Price Determination Certificate

Both the School Food Authority (SFA) and the Vendor (Offerer) shall execute this Independent Price Determination Certificate.

Name of Vendor Vended Meals, Inc.	Name of School Food Authority School District A
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A. By submission of this offer, the Offerer certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offerer or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offerer and will not knowingly be disclosed by the Offerer prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offerer for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offerer to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

B. Each person signing this offer on behalf of the Offerer certifies that:

1. He or she is the person in the Offerer's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or
2. He or she is not the person in other Offerer's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.



AUTHORIZED REPRESENTATIVE SIGNATURES

TO THE BEST OF MY KNOWLEDGE, this Offerer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Name of Vendor's Authorized Representative Steve Smith	Title Director of Operations
--	--

Signature of Vendor's Authorized Representative

Date Signed Mo./Day/Yr.



IN ACCEPTING THIS OFFER, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above.

Name of School Food Authority's Authorized Representative Jane Doe	Title Director of Food Services
--	---

Signature of School Food Authority's Authorized Representative

Date Signed Mo./Day/Yr.



NOTE: Accepting a bidder's/offerer's offer does not constitute award of the contract.

Note – The School and Vendor must complete and sign this attachment regardless of the dollar value of contract.

School and Vendor will need to read this page carefully then sign and date after entering relevant information.

Attachment E

United States Department of Agriculture (USDA) Suspension and Debarment Certification

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Vended Meals, Inc.	PR/Award Number or Project Name Food Seives
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Name and Title of Authorized Representative(s)

Steve Smith, Director of Operations

Signature of Authorized Representative

➤

Date Signed Mo./Day/Yr.

INSTRUCTIONS FOR SUSPENSION/DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, and ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Note – The vendor must complete and sign this attachment regardless of the dollar value of contract.

Attachment F

Lobbying Certification

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Note – The vendor must complete and sign this attachment and attachment G if applicable, when the value of the contract is greater than \$100,000.

Certification Language

SUBMITTING ORGANIZATION SIGNATURE	
Name of Submitting Official	Title
Steve Smith	Director of Operations
Name of Organization	Address of Organization <i>Street, City, State, Zip</i>
VendedMeals, Inc.	123 VendedMeals Drive, Somewhere, WI 53700
Signature of Submitting Official	Date Signed <i>Mo./Day/Yr.</i>
>	

Attachment G
Standard Form—LLL

Disclosure of Lobbying Activities

Approved by OMB

Complete this Form to Disclose Lobbying Activities Pursuant To 31 U.S.C. 1352

(See Next Page for Public Disclosure)

Federal Use Only Authorized for Local Reproduction

1. Type of Federal Action <input type="checkbox"/> A. Contract <input type="checkbox"/> B. Grant <input type="checkbox"/> C. Cooperative Agreement <input type="checkbox"/> D. Loan <input type="checkbox"/> E. Loan Guarantee <input type="checkbox"/> F. Loan Insurance		2. Status of Federal Action <input type="checkbox"/> A. Bid/Offer/Application <input type="checkbox"/> B. Initial Award <input type="checkbox"/> C. Post award		3. Report Type <input type="checkbox"/> A. Initial Filing <input type="checkbox"/> B. Material Change For Material Change Only Year: <input type="text"/> Quarter: <input type="text"/> Date of Last Report Mo./Day/Yr.: <input type="text"/>	
4. Reporting Entity <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier If known: <input type="text"/> Congressional District If known: <input type="text"/>		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime Name of Prime: <input type="text"/> Address of Prime Street, State, City, Zip: <input type="text"/>			
7. Federal Department/Agency <input type="text"/>			7. Federal Program Name/Description <input type="text"/>		
8. Federal Action Number if known <input type="text"/>			9. CFDA Number if applicable <input type="text"/>		10. Award Amount: If known <input type="text"/>
10 a. Name and Address of Lobbying Entity if individual, last name, first name, MI <input type="text"/>			10 b. Individual Performing Services Last name, first name, MI and include address if different than No. 10 a. <input type="text"/>		
11. Amount of Payment Check all that apply <input type="checkbox"/> Actual Specify amount: <input type="text"/> <input type="checkbox"/> Planned Specify amount: <input type="text"/>			12. Type of Payment Check all that apply <input type="checkbox"/> A. Retainer <input type="checkbox"/> B. One-Time Fee <input type="checkbox"/> C. Commission <input type="checkbox"/> D. Contingency Fee <input type="checkbox"/> E. Deferred <input type="checkbox"/> F. Other Specify: <input type="text"/>		
13. Form of payment: Check all that apply <input type="checkbox"/> Cash Specify nature: <input type="text"/> <input type="checkbox"/> Planned Specify value: <input type="text"/>					

SIGNATURE

Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.

Name of Lobbyist

Title of Lobbyist

Telephone Area Code/No.

Signature of Sponsoring Organization Representative

➤

Date Signed Mo./Day/Yr.

DESCRIPTION OF SERVICES PERFORMED

Brief Description of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Item 11.

Attachment G (cont'd)**Instructions for Completion of Disclosure of Lobbying Activities Form**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change in a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use a Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks *Subawardee*, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if know. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying Number available for the federal action identified in Item 1; e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency. Include prefixes; e.g., *RFP-DE-90-001*.
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or Item 5.
10. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
 - a. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
 - b. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
11. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
12. Check the appropriate box. Check all boxes that apply. If other, specify nature.
13. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
14. Check whether Continuation Sheets are enclosed.
15. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Attachment H

Addendum to the Vendor Agreement for Participation in USDA Foods Program

This is an addendum to the "Vendor Agreement" for the purpose of participation in the USDA Foods Program. By signing this addendum to the "Vendor Agreement for Participation in the USDA Foods Program," SFA and Vendor, as defined in the Vendor Agreement agree to the following:

USDA Foods

1. Any USDA Foods received (when the foods arrive at the SFA's kitchen, SFA's storage facility, or Vendor storage facility in either raw form or in processed end products) by the SFA and made available to the Vendor must accrue solely to the benefit of USDA Child Nutrition programs if applicable, and shall be fully utilized therein. The Vendor shall have records available to substantiate that the full value of all USDA Foods is used solely for the benefit of the SFA.
2. The SFA shall retain title to all USDA Foods.
3. USDA Foods allocated to the SFA will be delivered to and utilized by the Vendor equitably for lunches served to students at the SFA.
4. **Vendor Responsibility**—the Vendor will conduct all activities relating to USDA Foods for which it is responsible in accordance with 7 CFR Parts 210, 220, 225, 226, and 250 as applicable. This will include but is not limited by the following:
 - a. The Vendor must credit the SFA for the value of all USDA Foods received for use in the SFA's meal service in the school year or fiscal year (including both entitlement and bonus foods), and including the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a);
 - b. The Vendor must credit the SFA for all discounts or rebates for USDA Foods purchases made on its behalf. All refunds received from processors must be retained by the nonprofit SFA account.
 - c. The Vendor shall provide the method and frequency by which crediting will occur, and the means of documentation to be utilized to verify that the value of all USDA Foods has been credited;
 - d. The Vendor shall use the USDA Foods values as posted on DPI's USDA Foods website including the value of bonus USDA Foods;
 - e. The Vendor shall be responsible for activities related to USDA Foods in accordance with 7 CFR 250.50(d), and must assure that such activities are performed in accordance with the applicable requirements in 7 CFR part 250;
 - f. The Vendor will use all USDA Foods ground beef and ground pork products, and all processed end products, without substitution, in the SFA's food service;
 - g. The Vendor will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the SFA's food service;
 - h. The Vendor will not itself enter into the processing agreement with the processor required in subpart C of 7 CFR part 250;
 - i. The Vendor will comply with the storage and inventory requirements for USDA Foods;
 - j. The Vendor will ensure that its system of inventory management will not result in the SFA being charged for USDA Foods;
 - k. The Vendor will maintain records to document its compliance with requirements relating to USDA Foods, in accordance with 7 CFR 250.54(b);
 - l. The Vendor shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods;
 - m. The Vendor shall accept and use USDA Foods in as large quantities as may be efficiently utilized in the SFA's nonprofit food service, subject to approval of the SFA. The SFA shall consult with the Vendor in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA;
 - n. The Vendor shall account for all USDA Foods separately from purchased foods. The Vendor is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of USDA Foods. Failure by the Vendor to maintain the required records under this agreement shall be considered prima facie evidence of improper distribution or loss of USDA Foods.
 - o. Vendor shall order only those USDA Foods that can be incorporated into its meals.

Note – attachment is required if Vendor will be utilizing USDA Foods in preparation of meals.

Read this attachment very carefully.

Attachment H (cont'd)

5. **USDA Foods Handling Charges**

- a. The SFA's monthly USDA Foods handling charges (including storage, delivery (if applicable), administration and processing fees (if applicable)) will be deducted by DPI from the SFA's monthly Federal reimbursement.
- b. The Vendor is responsible for USDA Foods handling charges and must reimburse the SFA monthly for USDA Foods handling charges.

6. **Year-End Reconciliation**

- a. A year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the Vendor during the fiscal year. The SFA reserves the right to conduct USDA Foods credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250.
- b. If SFA is participating in direct diversion processing or cheese processing, based on actual bulk USDA Foods received, it may be necessary for the Vendor to make adjustments to the SFA at the end of the school year. The SFA is responsible for assuring adjustments are made.

7. **Procurement of USDA Foods**—the procurement of processed end products on behalf of the SFA, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR part 250 and with the provisions of distributing or SFA processing agreements, and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value.8. **Access to Records**—the distributing agency, sub-distributing agency, or SFA, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, may perform onsite reviews of the Vendors food service operation, including the review of records, to ensure compliance with the requirements for the management and use of USDA Foods.9. **Renewal of Agreement**—extensions or renewals of the agreement, if applicable, are contingent upon the fulfillment of all agreement provisions relating to USDA Foods.10. **Termination of Vended Meals Agreement**—upon termination of this Vended Meals agreement, SFA must conduct a contract-end reconciliation to ensure and verify correct and proper credit has been received for the actual value of all USDA Foods received by the Vendor. The value of USDA Foods shall be based on the USDA Foods values as posted on DPI's USDA Foods website. If SFA has received the actual value of all USDA Foods received by the Vendor, no additional compensation is required from the Vendor.

If SFA has not received the actual value of all USDA Foods received by the Vendor at contract termination date, the Vendor must provide compensation to SFA. Compensation must be either financial or return of unused USDA Foods, as determined by SFA. If the Purchaser terminates the agreement without cause, or if the Seller terminates the agreement with cause, the Purchaser bears the cost of transferring/removal of all remaining USDA Foods from the Seller. If the Purchaser terminates the agreement with cause, or if the Seller terminates the agreement without cause, the Seller bears the cost of transferring/removal of all remaining USDA Foods.

Please Note – Handling Charges reimbursement is a separate process from the “entitlement value of USDA Foods per meal” crediting process.

CERTIFICATION SIGNATURES

I CERTIFY by signing and dating this Addendum, SFA and Vendor agree to the terms and conditions as described herein.

Name of Vendor's Authorized Representative	Title	
Steve Smith	Director of Operations	
Signature of Vendor's Authorized Representative	Date Signed Mo./Day/Yr.	
➤		
Name of SFA's Authorized Representative	Title	
Jane Doe	Director of Food Services	
Signature of SFA's Authorized Representative	Date Signed Mo./Day/Yr.	
➤		

School and Vendor will need to sign and date after entering relevant information.